

United States District Court  
Northern District of Texas  
Office of the Clerk

Instructions for Accessing Document Images Via the Electronic Noticing System  
in Social Security Cases  
*February 2006*

The Northern District of Texas has implemented the new case management system for the federal judiciary. The new case management system, in keeping with the Judicial Conference's Policy on Privacy, limits access to electronic images in social security cases to the attorneys of record in the case. Only the attorneys of record will have access to the documents in social security cases. Attorneys of record will need to follow the procedure listed below to access electronic document images in social security cases.

Instructions

1. Obtain a court login and password from the Clerk's Office. The information may be obtained by faxing a letter requesting the access to Attorney Admissions at 214-753-2266. The attorney should include information on whether they represent parties in pending social security matters. The attorney should include the last four digits of their social security number. Attorneys will be contacted by the Clerk's Office with their logins and passwords.
2. Click on the document number hyperlink contained in the electronic notice.
3. Enter the login and password obtained from the Clerk's Office of the Northern District of Texas at the first login and password screen. Click "login."
4. At this point, a second login and password screen will appear. Enter the PACER login and password for your organization. Click "login."
5. The user will now have access to the social security case images.

*All problems and questions should be directed to the  
Quality Assurance Department at 214-753-2160.*